**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Wednesday 29 October 2014 at St Joseph’s Church**

**Opening Reflection:**

Fr. Danny read a beautiful reflection from “Collection Works” by Kahlil Gibran.

**Present:**

Peter Hancock (Chairman), Fr. Danny McAvoy, Catherine Collery, Mary McNab, Elizabeth Fisher, Shaun Williams Howard (in attendance representing the Pastoral Council), John Cole, Alick Barretto

**Apologies:** No apologies **Absent:** None absent

**Welcome:**

**John and Alick, new members of the committee.**

**Approval of Minutes from meeting held on 02.07.2014:**

The Minutes were approved.

**Matters arising from previous meeting:**

Site Manager: this vacancy is still open. John Cole looks after the car park and other areas and agreed to continue. John was asked if he would consider to take on the Site Manager role, he advised he intends to retire next year and will consider the appointment.

Alec agreed to take on the role as bookkeeper. Mary pays the bills as they come in and has view of the day to day account, Alec will check all the deposits and withdrawals each month.

Chairs – Discussion with Pastoral Council regarding the uncomfortable stack chairs.

Fr Danny advised they are very noisy during services and we should buy something more trustworthy as they are not good for adults or the elderly. We should investigate purchasing more suitable chairs. Shaun found chairs for £20 each, stack not fold, which were suitable and extremely good. These to be considered.

Staff Room & Disabled Facility – Room next to office now working, very useful for the money counters. Toilet facilities are good but water pressure too high for the tap causing flooding.

Disabled Facilities – To be discussed

Quinquennial - Peter Explained the Quinquennial to the committee, ie, site and property audit/survey. We are slowly working through what is known before the review.

The A frame at the front of the church was discussed as water cascades during rainy weather, the state of the mosaics was also discussed, whether to replace or remove and render. Fr Danny asked that this be given a priority. A Builder has been contacted for advice and quotes.

**Year End Accounts and Annual Returns**

Peter advised net result deficit of £16K normally have positive of £10K, some exceptions for last financial year, £104K offertory. £133K receipts. Diocese Levy is the biggest bill, this is the footfall at mass and offertory money. Larger parishes pay more, poor parishes pay less. Our levy 2013 was £29,100 (this pays for the Bishop, his office, his Financial Secretary, etc.). Items within our nominaldeficit**:** £4100 one off payment to undertakers and Bracknell Crematorium to intern ashes from St Margaret Clitherow Church. Spend new photocopier/ colour printer £4300, lights 1500, Bell electrics £2500, all one off expenditures not known beforehand. Large donation offset by collection. 2 sets of professional fees, one structural engineer for flat roof as expert advice will be needed total £938, £950 for topography engineers to review SMC site to try to make available for sale. Engineers on SMC site next week test and investigation drilling before the land can be developed. We rejected the offer from KFC and the Church of the Latter Day Saints to take the site. Diocese feel it would be better for houses or social amenity. Council have restricted covenant so money will need to go to BFBC to release .

The imponderables for the parish are repairs and maintenance, heating, lighting will slightly increase, diocese agree salaries. Areas we can cut back on are candles which make about £3K. Decision made regarding new blinds in the hall. Hall now in good shape , painted , light and clean and widely used . Income same as last year, exception on income tax for gift aid which is unpredictable as it comes back from HMRC. Peter identified the one off expenditures as the conversion of room next to office approximately £6700 and the outside painting £10K. He advised that we are eating into our reserves, we have £130K reserve. Unfortunately, this will not pay for 2 flat roofs being repaired but will pay for disable toilet and A frame. We need to keep some funds back for un-predictabilities. Our share of SMC site should be available first half 2015, BFBC takes 30%, surplus diocese split 50/50 between us.

**Significant Items of Expenditure**

* Church and Hall Exterior Repairs & Maintenance: ongoing
* Disabled Facilities: Several discussions and suggestions on this issue. Agreed existing ramp from church to hall is unsafe and not recommended to use. This is an emotional issue, no dignity in using a ramp in the church during services. Suggested using the confessionals as it is on same level as church. Discussion on where to house disabled toilet and how do we get wheelchairs or those with impaired walking there? It was suggested to have an access through wall on right hand side with toilet built in the garden. Water and drainage availability and rerouting has to be considered. Stannah had been consulted but advised lifts not possible. Logistics of the disabled toilets discussed, fire doors, gradiance of ramps, compliance and regulation, water and sewerage, etc. Fr Danny asked Shaun to ask the company he knows to give a site visit and advise best suggestion as he has had a disabled toilet installed in his home. Catherine was asked to be our point of contact person regarding this issue, she is happy to do what she can.
* Security (Access to Site): Called out sound system company, system had been tampered with, pulled wires in a locked cupboard where master keys are kept. John Cole said he prepared a document of car parking issues which he distributed to committee. The document contained recommendations and costings for church and car park keys and car park security logistics which John explained at length, this is an excellent document with extensive research.Thecommittee to consider the submitted information before the next meeting for further discussion.
* Car Park (Entry System and Resurfacing): This needs to be done as soon as possible.
* Sion Mission: This will be end of September 2015 for a Parish Retreat, approx. £4500 cost.
* Youth (Upper Room): Pastoral Council and Fr Danny to give more activities to the youth group for musical instruments or sports equipment. The upper room can be for the youth group. The glass has been tested and is safe. The wiring will be upgraded and installation of a rope ladder or some sort of secondary fire escape.
* School Transport: Peter responded to Pastoral Council regarding the school transport, i.e. minibus, etc. A sub committee was formed. Both Head Teachers said they were not aware of children not going to catholic school, All Hallows, because of transport cost, only approximately 4 children would be attending All Hallows in any case . Apparently the reason for not going is not transport cost, but length of school day, bullying, no after school clubs, etc. Peter suggested we “test the water” with an allocation of £600 towards the cost of travelling, presenting an invoice for travel costs. This was discussed. This will stay an agenda item.

**Living our Faith** **Progress Report**

Second week now completed, half way to amount needed to raise and pledges are plentiful but not in values. Parish will be asked to post the envelopes back to the parish.

**Any Other Business**:

* Parish Support Review: Reviewers from diocese out to all parishes to make sure everything is being done properly, finance, personnel, HR, contracts, etc. Attending our parish Friday 21 November.
* Bamenda: Bamenda weekend this weekend. Requested to be deferred until 23rd November to get Living our Faith out of way. Better result when Trevor Keeling made presentation. Changed box back of church from missions to Bamenda our sister parish, 40 year twinning with the diocese and possibly the Lenten project.

Fr Danny said we should rationalise the collections so that collection appeals are not constant and to have them purely for the people of the parish he is concerned regarding saturation.

Car Park Charges: John asked regarding the next renewal charges should be, he suggested initial person has a car disc and then requests subsequent passes for families. Decision has to be made regarding the charges for the December renewal, an increase was discussed and 1 pass per car.

* Shaun, crib outside of church, he suggested suspended on a platform. Fr Danny said he has received many suggestions and will be making a decision soon.

Meeting Closed 9.50pm

**Closing Prayer:** Fr. Danny closed the meeting with a short prayer.

**Date of Next Meeting: 26.11.2014**